

A-11016/04/2024-W.I (160061)
Government of India
Ministry of Labour & Employment

Jaisalmer House, 26, Mansingh Road,
New Delhi, Dated: 03.03.2025

OFFICE MEMORANDUM


Subject: Filling up the post of Junior Accountant (Group C) (Non-Gazetted) in the Audit Cell under the Ministry of Labour & Employment- reg.

The undersigned is directed to refer to the subject cited above and to state that it has been decided to fill up the the post of Junior Accountant (Group C) (Non-Gazetted) in the Audit Cell under the Ministry of Labour & Employment, Jaisalmer House, New Delhi on deputation basis from amongst suitable and eligible officers working under Central Government.

2. The eligibility conditions, qualifications, experience required and other details related to the post are given in Annexure -I.
3. The terms & conditions and Pay & Allowances of the Officer / Official selected for appointment on deputation basis would be governed as per the provisions contained in DoP&T's OM No. 6/8/2009-Estt(Pay-II) dated 17.06.2010 as amended from time to time.
4. It is requested that the applications (in duplicate) of suitable and eligible officers, who could be immediately relieved in the event of selection, may be sent to **Shri Tarachand J. Dalal, Under Secretary to the Govt. of India, Ministry of Labour & Employment, Jaisalmer House, New Delhi-110001**. The last date of receipt of application in the Ministry of Labour and Employment is two months from the date of issue of advertisement in the Employment News.
5. Applications of only such officers/ candidates would be considered which are routed through proper channel and are accompanied by the following documents:
 - i. Bio-data as per the proforma given in Annexure-II
 - ii. Vigilance Clearance Certificate as per Annexure-III
 - iii. Statement giving details of major or minor penalties imposed on the officer, if any, as per Annexure-IV
 - iv. Integrity Certificate as per Annexure V
 - v. Attested photocopies of ACRs/ APARs for the last five years (each and every page to be attested by an Officer not below the rank of Under Secretary) and
 - vi. Cadre Clearance
6. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed Proforma are liable to be rejected, without any notice to the candidate. Officers who apply for the post would not be allowed to withdraw their candidature, subsequently.
7. While forwarding the applications, it should be verified and certified that the particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment the officer concerned will be relieved of his duties immediately.

8. It is requested that this may be given wider circulation in various offices under your administrative control.

9. Hindi version will follow.



03/3/25

(T. J. Dalal)

Under Secretary to the Govt. of India

Tele: 2338908

Distribution: -

1. All Ministries / Departments of Government of India
2. All Sections, Ministry of Labour & Employment (Main Secretariat)
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ए-11016/04/2024-डब्ल्यू.। (160061)

भारत सरकार

श्रम और रोजगार मंत्रालय

जैसलमेर हाउस, 26 मानसिंह रोड,
नई दिल्ली, दिनांक: .12.2024,

कार्यालय जापन

विषय: श्रम और रोजगार मंत्रालय के तहत लेखा परीक्षा एकक में कनिष्ठ लेखाकार (समूह ग) (अराजपत्रित) के पद को भरने के संबंध में।

अधोहस्ताक्षरी को उपरोक्त संदर्भित विषय का उल्लेख करने और यह कहने का निदेश हुआ है कि श्रम और रोजगार मंत्रालय, जैसलमेर हाउस, नई दिल्ली के लेखा परीक्षा एकक में कनिष्ठ लेखाकार (समूह ग) (अराजपत्रित) के पद को केंद्रीय सरकार में कार्यरत उपयुक्त और पात्र अधिकारियों से प्रतिनियुक्ति के आधार पर भरने का निर्णय लिया गया है।

2. पद से संबंधित पात्रता शर्तें, अर्हताएं, आवश्यक अनुभव और अन्य ब्यौरे अनुबंध-I में दिए गए हैं।

3. प्रतिनियुक्ति के आधार पर नियुक्ति हेतु चयनित अधिकारी / कार्मिक के लिए नियम और शर्तें और वेतन और भत्ते कार्मिक और प्रशिक्षण विभाग के समय-समय पर यथासंशोधित दिनांक 17.06.2010 के का.जा. संख्या 6/8/2009-स्था.(वेतन-II) में निहित प्रावधानों के अनुसार नियंत्रित किए जाएंगे।

4. अनुरोध है कि समुचित और पात्र अधिकारियों जिनका चयन होने पर तुरंत कार्यमुक्त किया जा सकता है के आवेदन (दो प्रतियों में), श्री ताराचंद जे. दलाल, अवर सचिव, भारत सरकार, श्रम और रोजगार मंत्रालय, जैसलमेर हाउस, नई दिल्ली-110001 को भेजे जाएं। श्रम और रोजगार मंत्रालय में आवेदन प्राप्त करने की अंतिम तिथि रोजगार समाचार में विज्ञापन जारी होने की तिथि से दो महीने है।

5. केवल ऐसे अधिकारियों/अभ्यर्थियों के आवेदन पर विचार किया जाएगा जो उचित चैनल के माध्यम से भेजे गए हैं और जिनके साथ निम्नलिखित दस्तावेज़ संलग्न किए गए हैं:


- i. अनुबंध-II में दिए गए प्रोफॉर्मा के अनुसार बायो-डाटा
- ii. अनुबंध-III के अनुसार सतर्कता प्रमाणपत्र
- iii. अनुबंध-IV के अनुसार अधिकारी पर लगाई गई बड़ी या छोटी शास्ति के ब्यौरे से संबंधित विवरण, यदि कोई हो।

- iv. अनुबंध V के अनुसार सत्यनिष्ठा प्रमाण-पत्र
- v. पिछले पांच वर्षों की वार्षिक गोपनीय रिपोर्ट/वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट की सत्यापित प्रतियां (जिसका प्रत्येक पृष्ठ कम से कम अवर सचिव स्तर अधिकारी द्वारा सत्यापित किया जाना अपेक्षित है) और
- vi. संवर्ग अनापत्ति

6. अंतिम तिथि के पश्चात प्राप्त आवेदनों अथवा निर्धारित दस्तावेजों के बिना या अन्य किसी प्रकार से अधूरे या निर्धारित प्रोफार्मा में अभ्यर्थी को कोई सूचना दिए बिना अस्वीकार किया जा सकता है। जो अधिकारी पद के लिए आवेदन करते हैं, उन्हें बाद में अपनी उम्मीदवारी वापस लेने की अनुमति नहीं होगी।

7. आवेदन भेजते समय यह सत्यापित और प्रमाणित किया जाना अपेक्षित है कि अधिकारी द्वारा प्रदान की गई जानकारी सही है। यह भी पुष्टि की जाए कि नियुक्ति के लिए चयनित होने पर संबंधित अधिकारी को तुरंत कार्यमुक्त किया जाएगा।

8. यह अनुरोध किया जाता है कि इसे आपके प्रशासनिक नियंत्रण के अधीन विभिन्न कार्यालयों में व्यापक रूप से प्रसारित किया जाए।


03/31/25
(टी. जे. दलाल)

अवर सचिव, भारत सरकार

दूरभाष: 2338908

वितरण: -

1. भारत सरकार के सभी मंत्रालय / विभाग
2. सभी अनुभाग, श्रम और रोजगार मंत्रालय (मुख्य सचिवालय)
3. केन्द्रीय श्रमायुक्त (केन्द्रीय) का कार्यालय (10 अतिरिक्त प्रतियां सहित)
4. रोजगार महानिदेशालय के कार्यालय का प्रशासन अनुभाग
5. सभी कल्याणायुक्त (केन्द्रीय)
6. मंत्रालय की वेबसाइट/ ई-ऑफिस में अपलोड किए जाने के लिए एनआईसी/आईटी प्रकोष्ठ
7. अतिरिक्त प्रतियां - 10
8. कार्यालय प्रति / गार्ड फ़ाइल

Annexure-I

1. **Name of the Post:** Junior Accountant
2. **Place of Posting:** Audit Cell, Ministry of Labour & Employment, New Delhi
3. **Number of Post:** 01 (One)
4. **Classification:** General Central Service, Group 'C' Non-Ministerial Non-Gazetted.
5. **Pay Scale:** Level 4 of the Pay Matrix (Rs. 25,500 – Rs. 81,100/-)
6. **Pay & Allowances:** Pay & Allowances of the Officer / Official selected for appointment on deputation basis would be governed as per the provisions contained in DoP&T's OM No. 6/8/2009-Estt(Pay-II) dated 17.06.2010 as amended from time to time.
7. **Qualification, Experience and Eligibility required for the post:**
 - (I)
 - i. Officers Holding analogous posts in field Labour Welfare Organisations, or
 - ii. Officers with eight years regular service in the grade of Rs.260-400 (pre-revised) / Level 2 of the Pay Matrix (Rs.19,900 - Rs.63,200/-).
 - and
 - (II) Having two years' experience in accounts work.

Note-I: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed 3 years.

अनुबंध-I

8. पद का नाम: कनिष्ठ लेखाकार
9. तैनाती स्थान: लेखा परीक्षा एकक, श्रम और रोजगार मंत्रालय, नई दिल्ली
10. पद की संख्या: 01 (एक)
11. वर्गीकरण: सामान्य केंद्रीय सेवा, समूह 'ग' अन्नसचिवीय अराजपत्रित
12. वेतन स्तर: वेतन मैट्रिक्स का स्तर 4 (25,500 रु. - 81,100/- रु.)
13. वेतन और भत्ते : नियुक्ति के आधार पर चयनित अधिकारी / कार्मिक का वेतन और भत्ते कार्मिक और प्रशिक्षण विभाग के समय-समय पर संशोधित दिनांक 17.06.2010 के का.जा. संख्या 6/8/2009-एस्टट (पे-II) में निहित प्रावधानों के अनुसार नियंत्रित किया जाएगा।
14. पद के लिए आवश्यक अर्हता, अनुभव और पात्रता:
 - (I) i. क्षेत्रीय श्रम कल्याण संगठनों में समान पद धारण करने वाले अधिकारी, अथवा
ii. 260-400 रु (संशोधन पूर्व) / वेतन मैट्रिक्स के स्तर 2 (19,900 रु. - 63,200/- रु.) के ग्रेड में आठ वर्षों की नियमित सेवा पूरी कर चुके अधिकारी।

और
 - (III) लेखा कार्य में दो वर्षों का अनुभव।

नोट-I: इस नियुक्ति से ठीक पहले उसी या केंद्रीय सरकार के किसी अन्य संगठन/विभाग में किसी अन्य गैरसंवर्गीय पद पर प्रतिनियुक्ति सहित प्रतिनियुक्ति की अवधि सामान्यतः 3 वर्षों से अधिक नहीं होगी।

Annexure-II

Application form for the post of Junior Accountant in Audit Cell under Ministry of Labour & Employment, New Delhi on deputation basis.

Bio- Data Proforma

Note: (i) The application along-with the documents mentioned in the vacancy circular should be forwarded through proper channel/ the concerned department

(ii) Incomplete, unsigned or the applications received not in the prescribed proforma or after the last date of receipt of application shall be rejected summarily, without any notice to the candidate.

Paste self-attested passport size photograph

1	Name (in Block Letters)	
2	Postal Address (For future correspondences)	
3	Telephone No. & Email ID	(O) (M) (Email)
4	Date of Birth	
5	Date of Retirement	
6	Educational Qualifications	
7	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
8	Qualification/ Experience required as mentioned in the advertisement/ vacancy circular	Qualification / experience possessed by the officer
i.		
ii.		
iii.		

9	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post							
10	Details of Employment in chronological order (enclose separate sheet, duly authenticated by your signature, if the space below is insufficient)							
	Office/ Institution/ Organization	Post Held	Service Cadre to which the post belongs and classification of the post	From	To	Pay level of the post held	Whether held on regular/ ad-hoc basis	Nature of Duties (in detail) highlighting experience required for the post applied
11	Nature of present employment							
i.	Name of the post							
ii	Regular/ Ad-hoc/ Temporary/ Quasi-Permanent/ (Specify as applicable)							
iii	Level in Pay Matrix as per 7th CPC							
iv	Pay drawn in the Pay level as per 7th CPC							
v	Total emoluments drawn, including pay, as per 7th CPC							

12	In case the present employment is held on deputation/ contract basis please state.			
	a) The date of initial appointment	b) Period of appointment on deputation/ contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
12.1	Note: In case of Officers already/ on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
12.2	Note: Information under Column 11(iii) & 11(iv) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			
13	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
14	Are you in Revised Scale or Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
15	Total emoluments per month now drawn			
	Basis Pay in the Pay level			Total Emoluments
16	<p>Additional Information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional qualification (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)</p> <p>Note: Enclose a separate sheet, if the space is insufficient.</p>			
17	Whether belongs to SC/ST/OBC/UR			

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished by me in the above proforma, duly supported by the documents in respect of Essential Qualification/ Work Experience,

will be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date: _____

(Signature of the candidate)

Address _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possess the desired educational qualification and experience mentioned in the vacancy Circular. If selected, he/ she will be relieved immediately.

(Authorised Signatory)

Name & Office Seal:

Date:

Annexure-III

It is certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/ Smt./Ms....., who has applied for the post of Junior Accountant in Audit Cell on deputation basis in the Ministry of Labour & Employment New Delhi.

(Authorised Signatory)

Name & Office Seal:

Date:

Annexure-IV

It is certified that no minor/major penalty has been imposed during the last 10 years on Shri/ Smt./ Ms....., who has applied for the post of Junior Accountant in Audit Cell on deputation basis in the Ministry of Labour & Employment, New Delhi.

(Authorised Signatory)

Name & Office Seal:

Date:

Annexure-V

After scrutinizing all relevant official records, including the list of officers of doubtful integrity, it is certified that integrity of Shri/Smt./Ms....., who has applied for the post of Junior Accountant in Audit Cell on deputation basis in the Ministry of Labour & Employment, New Delhi, is beyond doubt.

(Authorised Signatory)

Name & Office Seal:

Date: